



TOWN OF BREWSTER, MA JOB DESCRIPTION

| | |
|---|-------------------------------------|
| Title: Foreman – Water Department | Classification: Union, OPEIU |
| Department: Water | Grade: OP4 |
| Reports to: Assistant Water Superintendent | FLSA Status: Non-Exempt |
| Effective Date: 2-28-22 | |

Summary

Position performs supervisory, administrative, maintenance and repair work directing work crews undertaking Water Department assignments; all other related work, as required. Serves as primary Drinking Water Operator for the Distribution division of the Department.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Supervises daily assignments of field staff. Schedules and assigns work and defines methods and procedures. Supervises field activities of staff relating to water maintenance and emergencies, water installations, and water main flushing.

Responsible for all aspects for the safe distribution of drinking water, and customer services. Answers customers' questions or complaints.

Estimates the cost of construction work, reviews plans, and inspects work of contractors and vendors to ensure compliance with all relevant standards.

Supervises and trains personnel in all aspects of field work, including excavation and confined space training. Ensures safe operations of staff. Assigns and tracks overtime for all field staff.

Responsible for water main flushing program. Coordinates leak detection, hydrant and gate, and all infrastructure maintenance. Has secondary responsibility for the water treatment requirements of the department. Covers the responsibility of the treatment operation in their absence including water sampling, pump and well operations, including supervision of daily assignments and reporting requirements.

May assist Assistant Superintendent with bid/quote preparation and documentation, purchases, supplies and equipment.

Advises and coordinates installation and maintenance with contractors, engineers and others on water department assets and infrastructure.

Coordinates efforts with the Treatment Operator and/or performs water sampling required under the safe drinking water act and any other special sampling as required.



TOWN OF BREWSTER, MA JOB DESCRIPTION

Plans and supervises the operation, maintenance, and construction work of the water department to provide an adequate supply of potable water to residential and commercial users; supervises treatment, storage, and pumping water.

Supervises work crews providing new water installations and main extensions, general water line maintenance and emergency repairs; estimates costs, proposed water system construction work; reviews plans and installations of developers and contractors for compliance with standards.

May assist Assistant Superintendent with long range planning of water programs with attention to fire protection, water conservation, and general use, researches well sites, and conservation and maintenance programs.

Maintains detailed and accurate department activity records; prepares oral and written reports for Superintendent and/or Assistant Superintendent.

Required to attend training programs and seminars to stay abreast to emerging trends and changes in the industry.

Performs other similar or related duties, as required or as situation dictates.

Supervision

Supervision Scope: Performs responsible duties requiring judgment in organizing and directing assigned crews, providing instructions and advice and overseeing water maintenance projects.

Supervision Received: Works under the general direction of the Assistant Water Superintendent. Infrequent daily supervision. Requires independent problem solving and management abilities.

Supervision Given: Supervises approximately 5-9 full-time employees and seasonal employees.

Recommended Minimum Qualifications

Education, Training and Experience

High school degree required (Associates or technical degree helpful); Minimum five years of experience in water system operation, maintenance, repair or related work required; Minimum 1 year of supervisory experience required; or an equivalent combination of education, training and experience.

Special Requirements:

Water Supply Distribution License, Grade 3

Water Treatment License, Grade 2, Grade 3 desirable

Valid CDL, Class B

Hoisting License, 2A

Cross Connection Surveyor/Backflow Inspector License

OSHA 30 Safety Certificate

Knowledge: Thorough knowledge of the principles, procedures, methods, equipment, materials, and tools employed in the operation and maintenance of a municipal water system. Thorough working knowledge of public works equipment operation. Working knowledge of fundamental construction and maintenance procedures. Knowledge of D.E.P. and E.P.A. regulations. Knowledge of field safety. Thorough knowledge of water system pumping operating, water supply, treatment and distribution. Working knowledge of all

Town of Brewster, MA

Foreman – Water Department



TOWN OF BREWSTER, MA JOB DESCRIPTION

department software, computers and related technologies.

Ability: Ability to supervise activities by proper assignment of personnel and equipment. Ability to communicate with the public effectively and appropriately. Ability to handle problems and emergencies effectively; ability to communicate clearly, both orally and in writing. Ability to plan, assign and supervise the work of groups of employees engaged in a variety of divisional construction and maintenance operations. Ability to read, understand, and interpret technical documents; ability to prepare technical reports. Ability to work effectively under time constraints to meet deadlines. Ability to manage and organize records.

Skill: Must possess effective communication skills and have the ability to foster good customer and public relations. Excellent organizational skills. Proficient data processing skills in the use of personal computers and office software including word processing, data base and spreadsheet applications; and office equipment. Skill in the utilization of all tools and equipment in the trade.

Job Environment

- Majority of work is performed outdoors with exposure to temperature extremes and inclement weather. Subject to the hazards associated with construction sites and working with/around vehicles and tools. Work environment is very loud. Administrative work is performed in a typical office environment. On call to respond to emergencies.
- This position is part of Water Department essential personnel requiring presence in storms, inclement weather, or Water Department and Town emergencies. The position is a member of the Water Department Emergency Response Team.
- Regularly operates heavy/light trucks, heavy equipment, hand/power/pneumatic tools, and standard office equipment.
- Interacts frequently with the general public, other town departments, governmental agencies, and vendors. Communicates in person; contacts generally involve an information exchange dialogue, but may require persuasiveness and resourcefulness to influence the behavior of others.
- Has access to department-related confidential information, which requires the application of appropriate judgment, discretion and professional protocols.
- Errors in judgment may result in significant time loss and delay, cause damage to buildings and/or equipment, result in serious personal injury/injury to others, and have monetary and legal repercussions.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Spends the majority of the day standing/walking or operating equipment. Must be able to access all levels of a construction site/building/structure, traverse uneven terrain, climb/descend a ladder, and enter and exit from vehicles and trenches. Manually operates all department vehicles, tools, and equipment. Regularly lifts/moves up to 60 pounds, and occasionally up to 100 pounds. Ability to operate a motor vehicle.

Town of Brewster, MA

Foreman – Water Department

Page | 3



TOWN OF BREWSTER, MA JOB DESCRIPTION

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer